

Thiagarajar College of Engineering, Madurai – 625 015

(An Autonomous Institution affiliated to Anna University)

Sponsored / Collaborative Research Projects - Process Flow Chart

Sequence	Activity description	Supporting Documents / Information	Processing & Documenting office	Responsibility		
				Responsible Faculty/Officer	Forwarding & Recommending Authority	Approving Authority
Activity 1	Intimation of proposal calls of agencies					
	1.1 Periodic monitoring of websites and advertisements for project proposal calls from government bodies, agencies, and industries at both national and international levels	List of project proposal calls	Research and Development (R&D) Cell	CLC (Sponsored Research)	Associate Dean	Head of R & D
	1.2 Preparation of Principal's circular for proposal call	<ul style="list-style-type: none"> Web Link Formats & Guidelines Important Date 	R & D Cell	CLC (SR)	Associate Dean	Head of R & D
	1.3 Circulation of Proposal calls	<ul style="list-style-type: none"> Principal's circular with necessary documents 	R & D Cell	CLC (SR) / DLC	Associate Dean and HOD	Head of R & D
Activity 2	Preparation and submission of the Proposal					
	2.1 Constitution of Department Level Proposal Review Committee / Project Review Committee (PRC)	<ul style="list-style-type: none"> Members of PRC – Sponsored Research Form 1 – SR 1 	Department	DLC (SR)	HOD	Associate Dean
	2.2 Project proposals Submission Requisition Form – submitted to Head of R & D	<ul style="list-style-type: none"> Project proposals Submission Requisition Form - Sponsored Research Form 2 – SR 2 	Department	PI	HOD	Head of R & D
	2.3 Submission of proposals to the department by the Principal Investigator (PI) and Reviewing proposals by the PRC	<ul style="list-style-type: none"> Proposal as per the format and guidelines Recommendation of PRC - Sponsored Research Form 3 – SR 3 	Department	PI	HOD	Associate Dean

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	2.4 Forwarding of proposals along with the recommendations of the PRC to the principal and get the sign in the Endorsement Letter	Endorsement Letter in the College Letter Head	Department	PI	HOD and Associate Dean	Principal
	2.5 Submission of the proposal to the Funding Agency through the respective portal / Hard copy Submission	<ul style="list-style-type: none"> Proposal as per the format and guidelines Endorsement Letter Plagiarism checking report Certificate by the PI/ Co-PI 	Department	PI	Principal	Principal
Activity 3	Monitoring of Sanctioned Proposals					
	3.1 Principal Investigator receive the order for sanctioned project from the Funding Agency			PI		
	3.2 Intimation of the sanctioned project details to HoD, Associate Dean and Principal. Acknowledge the receipt to sponsoring Agency.	Forward/ Submit the sanction order letter to R & D cell, College Office, and Principal <ul style="list-style-type: none"> Submit the sanctioned project details - Sponsored Research Form 4 – SR 4 	College Office (A/c Section) / Department/ R & D Cell	PI		
	3.3 Creation of Head of A/c and stock registration	<ul style="list-style-type: none"> Office Ledger Stock registration 	College Office (A/c Section)	PI	Accountant	Registrar / Principal
	3.4 Appointment of JRF/Research Associate /Project fellow (if applicable)	<ul style="list-style-type: none"> As per sponsoring agency /college norms Positions will be advertised in any of the national / regional newspapers / social media / channels and TCE Website Formation of Committee members Conduct of Interview and Selection of suitable Candidate 	Department	PI	HOD	Principal

Revised by **Research and Development Cell**
Date: January 10,2025

Approved by **Principal**

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	3.5 Preparation of Balance sheet (Yearly/Half yearly)	As per sponsoring agency format	College Office (A/c Section)	PI	Associate Dean	
	3.6. Conduct of Progress Review Meeting (Once in six months) and Submission of Half yearly Progress Review Report to Head of R & D	<ul style="list-style-type: none"> • Dept level circular • A/c Statement (to be obtained from A/c section) • Half Yearly Progress Report - Sponsored Research Form 5–SR 5 	Department	PI	HOD	Head of R & D
Activity 4	Project Completion Report					
	4.1 Preparation of Utilization Certificate (UC)	Format given by the sponsoring Agency Submit the copy of UC to department and R & D Cell	Department	PI	HOD	Head of R & D
	4.2 Preparation of Project Completion Report	Project Completion Report - Sponsored Research Form 6 – SR 6	Department	PI	HOD	Head of R & D
	4.3 Submission of Feed Back Report to the Sponsoring agency and R& D Cell	Feedback Report – Sponsored Research Form 7 – SR 7	Department	PI	HOD	Associate Dean

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